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# Example of HR Compliance Job Description

Our company is searching for experienced candidates for the position of HR compliance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR compliance

* Research and gather all data applicable to the subpoena
* A proven ability to leverage analysis in decision-making
* Communicate effectively, both verbally and on paper, at all levels of the organization
* Assists in providing training on compensation compliance subjects (CADM approvals)
* Partners with internal P&O team members to offer P&O compliance subject matter expertise on projects, system implementations, and escalates any legal questions or concerns to the Legal Department
* Manages SPE’s employment contracts, by tracking all components of the executed contract, advising P&O Business Partners on the contract processes and procedures
* Assist the Compliance department members with background check escalations/adjudications
* Assist the Compliance department members with the I9 process, including remote associate, audits and e-Verify compliance
* Assist the Compliance department members with Reduction in Force process, WARN Analysis, inclusive of Release of Claims processing
* Primary point of contact on Facets tickets and HR Corporate Compliance box management

## Qualifications for HR compliance

* Implementation of a major HR change initiative within a matrix organization
* Familiarity with anti-discrimination statutes, rules and regulations also a plus
* 8+ years experience in corporate training and development, executive coaching and compliance training
* Experience in succession planning, management development and mentoring programs
* 8+ years hands-on HRIS experience including at least one year of Workday experience
* Strong working knowledge of Workday HCM application including HCM Fundamentals, Recruiting, Payroll and HR Compliance requirements